

Subject: Auto Reply Re: Contract #C-125070 Hollywood Media District Property Owners Association BID Workers Compensation Certificate
From: "CAO InsBonds" <cao.insurance.bonds@lacity.org>
Date: 02/08/2017 02:27 PM
To: lisa@mediadistrict.org

Thank you for submitting your request. Insurance Certificate submission is now a self service process accessible from the Track4LA[®] Home page at <http://track4la.lacity.org>. Track4LA[®] provides instant insurance approval 24 hours a day, 7 days a week and at the same time sends email notifications of insurance approval to multiple parties (contractors, contract administrators, expeditors, insurance brokers, etc.). Insurance approvals can also be verified from the Track4LA[®] Home page.

If you need assistance with Track4LA[®], the Track4LA[®] User Guide along with FAQs can be found under the Help menu on the Home page. If you have submitted an e-mail request for support or are calling in to the Support Desk, please be advised that your individual Broker License number is required in order for your request to be processed. If you have not submitted your Broker License number with your request, please resubmit your request including your Broker License number.

We appreciate your support and enthusiasm in making the system a success. Our goal is to provide better service for the business community and to make the City's insurance approval process as efficient as possible.

Alternatively, please call us at (213) 978-7475 for assistance.

Thank you for being a valuable member of the Track4LA[®] community.

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City of Los Angeles
CAO Risk Mgmt/Ins & Bonds
200 N. Main Street, Room 1240
Los Angeles, CA 90012
213-978-7475 Main Line